

Management System: Requirements Management

Subject Area: Document Control Management

Exhibit 4 – Policy Guidelines

Issue Date: 08/21/14

CBC MS Revision: 0

The Environmental Management Consolidated Business Center (EMCBC) Policy Template (Microsoft Word) provides the structure for documenting your Policy. Copy the template into a local folder on your computer.

A. Header Information

The header section identifies the Management System, the Subject Area, the Management System Owner, and the Subject Matter Expert. It also records the creation and modification dates. Details to capture include:

Management System: Enter the Management System Title.

Subject Area Title: The title should be intuitive and easy for users to find in an alphabetical list and should use an action verb (e.g., Managing the Integrated Safety Management Program).

Management System Owner: Enter the name of the Management System Owner in this section.

Subject Matter Expert: List the name and title of the individual appointed as the Subject Matter Expert.

Issue Date: Leave blank during reengineering. This section will ultimately show the month and year this Subject Area is published online in the EMCBC MS.

Revision Number: Leave blank, the EMCBC MS Coordinator will add the revision number.

B. Content Information

This section describes the Policy. The section headings below are given as an example, but a Policy need not adhere to this organization.

- Avoid jargon and emphatic type (i.e., bold, underlines, italics).
- Use active voice (“The dog attacked the boy” not “the boy was attacked by the dog”).

- Spell out initialisms and acronyms when they initially appear in the Subject Area description.

1. Purpose

State the purpose, objective, applicability and any other introductory information.

2. Scope & Applicability

3. General Information

4. Exhibits

List each chart, diagram, checklist, and form which supplements the Program Description. Provide a Word and electronic copy of each Exhibit/Form when the Program Description is provided to the EMCBC MS Coordinator for initial editing and conversion to web format. For usability, forms should be fillable.

5. Definitions

First, check the definitions page within the Management System Description. If there is a need to add additional items, define all relevant terms used in this Program Description. List terms in alphabetical order as they will be listed to the master Definitions Page.

As the last page, add the “EMCBC Record of Revision”

EMCBC RECORD OF REVISION

DOCUMENT TITLE:

If there are changes to the controlled document before the two-year review cycle, the revision number stays the same; one of the following will indicate the change:

I Placing a vertical black line in the left margin adjacent to sentence or paragraph that was revised; or

I Placing the words GENERAL REVISION at the beginning of the text. This statement is used when entire sections of the document are revised.

If changes and updates occur at the two-year review cycle, the revision number increases by one.

Rev. No.	Description of Changes	Revision on Pages	Date
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EMCBC RECORD OF REVISION

DOCUMENT TITLE: Program Description Guidelines

If there are changes to the controlled document before the two-year review cycle, the revision number stays the same; one of the following will indicate the change:

I Placing a vertical black line in the left margin adjacent to sentence or paragraph that was revised; or

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Rev. No.	Description of Changes	Revision on Pages	Date
0	Initial Guidelines		7/21/12
1	Updated	All	8/21/14